



# **National Science Foundation**

## ***Intergovernmental Personnel Act Vacancy***

### **OFFICE OF THE DIRECTOR OFFICE OF POLAR PROGRAMS ARLINGTON, VA 22230**

**ANNOUNCEMENT NUMBER E20010023 IPA      OPEN: 10/24/2000      CLOSE: UNTIL FILLED**

The National Science Foundation is seeking qualified candidates for the position of Associate Program Manager in the Office of Polar Programs, Arctic Sciences Section, Arctic System Science Program. The Arctic System Science Program is responsible for planning, funding, and implementing a program of scientific research in Polar Regions. The research program(s) covered by Arctic System Science (ARCSS) supports scientific projects involving data acquisition, analysis, and field/logistical capability to communities involved in problems associated with cryospheric terrains, environmental alterations and linkages and paleoenvironmental studies of high latitudes.

Initial assignments under the IPA mechanism may be made for a period of one year, and may be extended for a second year. Individuals eligible for an IPA assignment include employees of State and local government agencies, institutions of higher education, Indian tribal governments, federally funded research and development centers and qualified non-profit organizations involved in public management in instances where such assignments would be of mutual benefit to the organizations involved. The individual remains an employee of the home institution and cost-sharing arrangements are generally negotiated between NSF and the home institution. Salary and benefits will generally parallel those at the permanent employer.

**This announcement may close 14 days from opening date without notice.**

**This is an Interdisciplinary position and may be filled by the following disciplines: General Biological Science (401), General Physical Science (1301), Geophysics (1313), Geology (1350), or Oceanography (1360).**

**STATEMENT OF DUTIES:** The incumbent serves as an Associate Program Manager in the Office of Polar Programs, Arctic Sciences Section, Arctic System Science Program. The incumbent works with program officers or senior researchers to provide an integrated and responsible NSF effort for a research program or area of a program. This includes:

- Monitoring program resources so as to provide optimal appropriate scientific judgment to insure integrity and consistency in the grant/declination process without conflicts-of-interests, and with balance among appropriate sub-fields and institutions, and participation of all qualified applicants. Incorporating cross-Directorate responsibilities into program administration.
- Administering an effective, timely merit review process, with attention to increasing the size and quality of the reviewer pools and insuring participation by women, minorities, and disabled scientists. Responsibilities are complex and wide-ranging, due to the multidisciplinary scientific efforts required.
- Representing the Program, Division and Foundation, within the scientific community, with other NSF Divisions, other agencies and organizations, and the public, accurately reflecting NSF policy and positions.

- Preparing and disseminating a variety of informational documents.
- Visiting, as appropriate, field sites and institutional facilities, science program organizational and management meetings, including meetings of scientific societies where results related to Arctic research are presented.

**QUALIFICATIONS REQUIRED:** Applicants must have a Ph.D. in geology, geophysics, oceanography, biology or related physical/biological field or equivalent experience plus four or more years of successful research, research administration, and/or managerial experience pertinent to the position.

**HOW TO APPLY:** Individuals interested in an IPA assignment should submit a curriculum vita or resume, publications list, and a letter referencing qualifications choice to the National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Arlington, VA 22230, Attn: E20010023 IPA. In addition you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information is used for statistical purposes only. Telephone inquiries may be referred to Fred Person, on (703)-292-4369. Hearing impaired individuals may call TDD 703-292-8044. Announcements may be accessed electronically on the World Wide Web at: <http://www.nsf.gov/oirm/>.

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

10 - Federal, State or local job information center

02 - Contact with NSF Personnel Office

11 - State vocational rehabilitation agency or

(Agency Bulletin Board or other Announcement)

Veterans Administration

03 - NSF-initiated personal contact

12 - State employment office

04 - Science Magazine, or other professional journal or magazine

13 - School or college counselor or other official

(specify)

14 - Private job Information service

05 - Affirmative Action Register

15 - Private employment service

06 - Attendance at conference, meeting or job fair

16 - Friend or relative working at NSF

(specify)

17 - Friend or relative not working at NSF

07 - NSF recruitment at school or college

18 - NSF website

08 - Colleague referral

19 - Internet or other website

09 - NSF Bulletin

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**